



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>



In Reply To:

1582 (933)

EMAIL TRANSMISSION - Memorandum

To: Requesting Office Official
From: Human Resources Officer
Subject: Approval of Request for Use of Temporary Help Service Firm

This office has reviewed your request for the Use of a Temporary Help Service Firm for (type of work and location).

1. There are no well-qualified candidates on the special selection priority (SSP) list or the reemployment priority list (RPL).
2. There are no qualified disabled veterans with a compensable service connected disability of 30 percent or more, under 5 U.S.C. 3112, who are immediately available for temporary appointment for the required duration of the temporary work need.
3. There are no available employees that can be reassigned or detailed without causing undue delay in their regular work.
4. Submit a requisition through the Interior Department Electronic Acquisition System (IDEAS), a Statement of Work, and this memorandum to your procurement official.

Questions pertaining to this memorandum may be directed to the Branch of Human Resources Management at (406) 896-5002.